

**Minutes of the Jefferson County Historic Sites Preservation Commission Meeting**  
**Thursday, November 19, 2015, 7:00pm**  
**UWEX Building, Jefferson, WI, Room 12**  
**Jefferson, Wisconsin**

**Call to Order:** A meeting of the Jefferson County Historic Sites Preservation Commission was called to order at 7:00pm, presided over by Chairperson Cindy Arbiture.

**Attendance:** Commission Members: Cindy Arbiture, Julia Ince, James Levy, John Molinaro, Ed Morse;  
Absent: Robert Birmingham, Michael Opager  
Members of the Public: Glenn Schrank

**Compliance with the Open Meetings Law:** Arbiture stated that the meeting was in compliance with the open meetings law.

**Review of Agenda:** The agenda was reviewed and it was agreed to move part of item number 13, the discussion of Glenn Schrank's inquiry into the Boy Scouts log cabin in Palmyra, from Old Business up to Citizen's Comments.

**Approval of Minutes of Meeting October 15, 2015:** The minutes from October were reviewed. Motion made to approve minutes by Molinaro, seconded by Morse. Motion carried by unanimous approval.

**Communications:**

Arbiture reported that she received a letter from Joan Hyer of Waterloo who had contacted us in the past because of her interest in applying for National Register of Historic Places (NRHP) status for the Stoneybrook School. Because Hyer does not have email, Arbiture went through the hard copy process for her by filling out the form letter from the Wisconsin Historical Society (WHS) as the first step in the process. Arbiture send the form letter to Hyer to sign and forward to Joe DeRose at the WHS. Hyer noted that the name of her property was incorrect in the quadrant survey.

Molinaro reported that he received a call from someone inquiring as to whether she could apply for NRHP status even if she currently owns a property under a land contract. Molinaro told her that he did not believe the mortgage status of a property would alter the process and he forwarded her to Joe DeRose at the WHS for further verification.

Arbiture reported that we received from Arcadia Publishing a check for \$107.90 as a royalty on the sales of the *Jefferson County, Wisconsin*, a book published by the former Jefferson County Historical Alliance who donated the royalties from sales to our commission.

Arbiture reported that she spoke with Steve Grabow, professor and community resource development agent from the UW-Extension, to see when he could come and conduct a strategic planning workshop

with our commission. He said his schedule is becoming full for Thursdays. A discussion was held concerning possible dates in April. Arbiture will contact Grabow again to see what other days of the week he is available in April.

**Citizens Comments:** Glenn Schrank attended the meeting to ask about where he might find help concerning a condition assessment of the 1930's Boy Scout cabin located in Palmyra. Schrank was given the names of individuals he could contact. Schrank said he will follow up on our suggestions and get back to the commission in the near future.

#### **New Business:**

##### **Timber Frame House at N7477 County Hwy O, Town of Waterloo:**

Steve Nass, vice chair of the Jefferson County Board contacted Arbiture inquiring as to whether our commission would be willing to investigate this property. The property is now abandoned and the owner lives in Dane County. Board members noted that the property, a 19<sup>th</sup> century Fachwerk House, is likely of historic significance. It appears on the historical survey of the northwest quadrant of the county, although it is not listed as eligible for applying for NRHP status. Molinaro made a motion that we send a letter to the owner and inform her that the property is listed in the survey and ask her what her intentions are. Levy asked that we amend the motion to include the directive that we contact Legacy Architecture, Inc., the author of the survey for the northwest quadrant, to find out why the property is not listed as eligible. Levy second the motion. Motion carried by unanimous approval.

##### **Small Group Educational Workshops:**

A discussion was held concerning why people did not register in sufficient numbers for our last planned history conference and how we might work with local historical societies to attract more attendees. The possibility of holding shorter, one topic presentations in conjunction with the local societies was discussed. This discussion led to questions concerning our commission's mission and whether we have the manpower to plan and facilitate future presentations. It was agreed that some of these issues need to be worked out in our strategic planning workshop with Grabow in April.

##### **Commission Mailing List Database Edits:**

A discussion was held concerning how we might correct the problems with the mailing list that led to so many returned invitations to our last planned history conference. Arbiture asked if anyone from the commission might be willing to work on the mailing list. Levy said he will try to find an intern to work on this project.

##### **Establishing Guidelines for Commission Member Attendance:**

A discussion was held concerning possible guidelines or requirements for monthly meeting attendance. Arbiture made a motion that we ask our commission members to attend seven of the eleven meetings each year. Levy seconded the motion. Motion carried by unanimous approval.

##### **Legacy Architects, Inc., Contract:**

The second invoice for the two Jefferson County NRHP property applications was received from Legacy Architects, Inc., this one for \$1486.93. Arbiture sent the invoice on to Brian Lamers, Financial Director of Jefferson County.

## **Old Business**

### **Follow-up on Inquiries Concerning Historic Properties:**

Arbiture followed up with inquiries from several persons concerning applying for NRHP status for their properties, including Joan Hyer for a school house in Waterloo, Stacey Kincaid for a house in Palmyra, Kathy Redmer for a house in Milford, and Nancy Ruehle for a house in Palmyra. Ruehle informed Arbiture that her house was at one time under consideration for inclusion in Old World Wisconsin and had been moved to its current location from West Bend. Arbiture sent these individuals the form letter from the WHS as the first step to the process of application.

**Schedule Commission Planning Session:** This topic was discussed under Communications.

**Invitation to Penelope Alwin:** Arbiture reported that she has twice attempted to contact this individual who had expressed interest in joining our commission and left her messages but did not hear back from her.

**Chip Brown to Speak to Commission on Map Layering:** It was agreed to move this to Old Business for the next meeting when Birmingham can report on it.

**Next Meeting Date:** 7:00pm, January 21, room TBA

### **Future Agenda Items:**

Discussion of offering small group educational presentations with local historical societies

Strategic planning session with Steve Grabow

Chip Brown to Speak to Commission on Map Layering

Follow-up on asking Joe DeRose about deadline dates for applying for NRHP status

**Adjourn:** A motion was made to adjourn the meeting by Molinaro, seconded by Ince, meeting adjourned at 8:44pm.

**Submission of Meeting Minutes:** Minutes of the meeting respectfully submitted by Julia Ince, secretary on November 21, 2015.